



# Town of Hampden

106 Western Ave.  
Hampden, ME 04444

207-862-4500

www.hampdenmaine.gov  
planner@hampdenmaine.gov

## Application for Subdivision Review

Applicant

Name of Applicant (primary contact): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Type

Check one: ☐ Sketch Plan ☐ Preliminary Plan ☐ Final Plan

Check one: ☐ Minor Subdivision ☐ Major Subdivision

Check one: ☐ Standard Subdivision ☐ Cluster Subdivision

Info about the Proposal

Location of Property: \_\_\_\_\_

Assessor's Tax Map/Parcel Number: \_\_\_\_\_ Acreage: \_\_\_\_\_

Zoning district: \_\_\_\_\_ Is there Shoreland Zoning on the site? ☐ Yes ☐ No

Existing use of property: \_\_\_\_\_

Number of lots or units proposed: \_\_\_\_\_

Infrastructure proposed: ☐ Road ☐ Public Water ☐ Public Sewer ☐ Stormwater ☐ None

Legal interest in the parcel: ☐ Own ☐ P&S Agreement ☐ Other (Provide appropriate documentation.)

Does the project require a: Conditional Use Approval: ☐ Yes ☐ No Variance: ☐ Yes ☐ No (Explain in narrative)

Check all state permits that apply: ☐ DEP SLOD ☐ DEP NRPA ☐ DEP Stormwater ☐ DOT Driveway ☐ DOT Traffic

Is the project within the watershed of Shaw Brook or Sucker Brook? ☐ Yes ☐ No

Note that ALL applications require submission of a narrative describing the proposed project, submit on a separate sheet.

Signatures

Applicant's signature: \_\_\_\_\_

Owner's signature: \_\_\_\_\_

(or proof that owner has given applicant all rights to submit the application)

Date of application submittal: \_\_\_\_\_

Signatures certify that all information in the application package is true and correct, and that all site improvements will be constructed in accordance with approved plans. Failure to do so will require corrective action by the applicant/owner that may include obtaining additional approval from the Planning Board or removal of nonconforming site improvements or structures.

### Official Use Only

Application Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Draw Account Deposit: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Draw Account Number: \_\_\_\_\_

Date of Meeting or Public Hearing: \_\_\_\_\_

Date of Decision: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Date Received Stamp

## Instructions and Additional Information

**Meeting Schedule & Application Deadlines:** The Planning Board meeting schedule is available at the Community & Economic Development (CED) office in the Town Offices, 106 Western Ave, Hampden. It is also posted on the town's web site: [hampdenmaine.gov](http://hampdenmaine.gov), look under Town Officials, Town Boards and Committees, Planning Board.

**Fee:** Please refer to the Fees Ordinance, available online at [hampdenmaine.gov](http://hampdenmaine.gov), look under Ordinances and Policies. Note that some applications will require payment of a deposit into an escrow (or "draw") account to be used for engineering review. Any funds left in the draw account after completion of the project will be returned to the applicant. Note also that applicants are responsible for paying the cost for public hearing notification; staff will work with you on this cost after you submit the application, but the application fee and escrow deposit must be submitted with the application.

The **Subdivision Ordinance** and **Zoning Ordinance** are available online at [www.hampdenmaine.gov](http://www.hampdenmaine.gov), look under Ordinances and Policies.

The **Subdivision Ordinance** provides all the information you need to complete your application. Article 300 provides the procedure and lists the submission requirements and Article 500 lists the general requirements and design standards. The approval criteria are listed in 30-A MRSA Section 4404. *It is your responsibility to provide sufficient information to the Planning Board to show that your application meets each of the standards and approval criteria listed.*

Note that all applications require a narrative describing the proposal.

### **Acronyms (for state permits):**

DEP is the Department of Environmental Protection and DOT is the Department of Transportation

DEP SLOD - Site Location of Development, a.k.a the "Site Law"; M.R.S.A. Title 38, Chapter 3, §§481-490. This program regulates developments that may have a substantial impact on the environment, as provided in law. Examples: large subdivisions, structures, 20 acre plus developments, and metallic mineral mining operations.

DEP NRPA - Natural Resources Protection Act; M.R.S.A. Title 38, Chapter 3, §§480A-480Z. This program regulates activities in, on, over or adjacent to natural resources such as lakes, wetlands, streams/rivers, fragile mountain areas, and sand dune systems.

DEP Stormwater - "Chapter 500"; M.R.S.A. Title 38, Chapter 3, §420D (stormwater management) and §420C (erosion and sedimentation control). DEP's stormwater laws and regulations work toward protecting and restoring surface water and groundwater impacted by stormwater flows.

DOT Driveway Permit - Anyone installing a driveway or entrance, or changing the use of a property with an existing driveway along a state highway must get a permit from DOT. Please note that if this applies to you, the Town cannot approve your site plan application until after you receive the DOT driveway permit - please plan accordingly!

DOT Traffic Permit - Any project which generates 100 or more passenger car equivalent trips during peak hour of traffic generation, must file a Traffic Movement Permit application with the Department of Transportation.

**Questions?** Call the Hampden CED office at 207-862-4500, or email [jessica@hampdenmaine.gov](mailto:jessica@hampdenmaine.gov).